

## MEMORANDUM

3/24/2009

TO: Art Holmes, Director, Department of Transportation  
David Dise, Director, Department of General Services  
Joe Beach, Director, Office of Management and Budget

FROM: Chris Cihlar, CountyStat Manager

SUBJECT: Capital Improvement Program: Tracking Transportation Project Completion -Meeting 2  
**The following items were identified for follow-up during the 3/20/2009 CountyStat meeting:**

1. Incorporate into the newly developed CountyStat monthly CAO report comments on DOT's mitigation strategy for projects reported as "Behind schedule", "Over budget, or "Behind target.  
Responsible parties: DOT  
Other parties involved: CountyStat  
Deadline: April 20, 2009
2. Change the threshold from 10% to 5% when reporting status of projects as they relate to budget.  
Responsible parties: DOT  
Other parties involved: CountyStat  
Deadline: April 20, 2009
3. Reconcile the discrepancy between "budget drawdown" numbers shown on the new CountyStat CAO reporting chart and budget numbers shown on PDF. The goal is to create an accurate reporting of budget drawdown and informed budget decisions.  
Responsible parties: DOT, OMB  
Other parties involved: CountyStat  
Deadline: May 20, 2009
4. Track the decrease in the number of days associated with the Procurement process over time and provide estimate of savings  
Responsible parties: DOT, DGS  
Other parties involved: CountyStat  
Deadline: June 20, 2009
5. Examine the current resources and perform a cost benefit analysis to determine the need for a new cost estimator for capital projects.  
Responsible parties: DOT  
Other parties involved: CountyStat  
Deadline: April 15, 2009

6. Replace DOT's monthly status report to CAO, with the CountyStat CAO reporting system.

Responsible parties: DOT

Other parties involved: CountyStat

Deadline: April 20, 2009

cc: Timothy Firestine, Chief Administrative Officer  
Fariba Kassiri, Assistant Chief Administrative Officer